

HARLOW COLLEGE FURTHER EDUCATION CORPORATION

CORPORATION MEETING

Minutes of the meeting held on Thursday 19 December 2019 - 8.30am – Harlow College

Membership:	* P Taylor (Chair)	* R Bristow	* L Lin
	S Adamopoulos	* C Chatt	* L Rowe
	* P Bartlett	A Durcan	* L Sherry
	J Bedford	* E Johnson	* B Spencer
	J Bouffler	* L Laycock	* K Spencer
	* J Breen	R Levy	G Wootton

* denotes present

In attendance: W Allanson, Deputy Principal
P Whitehead, Vice-Principal
B Jones, Vice-Principal
S Abdelmoula, Assistant Principal
D Morgan, Executive Director – Finance and Facilities
R Lucas, Head of Governance

2192 Apologies for absence

Apologies were received from J Bedford, J Bouffler, R Levy and G Wootton.

2193 Declaration of Interests

E Johnson declared that he is an Essex County Councillor.

2194 Minutes of the Previous Meeting

The minutes and the confidential minutes of the meeting held on 24 October 2019 were approved by the Corporation as a true and accurate record and were signed by the Chair.

2195 Matters Arising from the Minutes

There were no matters arising from the minutes.

2196 Self-Assessment 2018 – 2019 and Quality Improvement 2019 – 2020

2196.1 Self-Assessment 2018 – 2019

The Corporation received and considered the Self-Assessment for 2018 – 2019, presented by B Jones, Vice-Principal.

B Jones informed the Corporation that the College's self-assessment process has changed and that the document follows the new Ofsted framework.

The Corporation was informed that the Self-Assessment for 2018 – 2019 had been discussed in detail at the Standards and Curriculum Committee meeting held on 28 November 2019 and that minor changes relating to value added and tutorials had been made as requested at the Committee meeting.

The Corporation approved the Self-Assessment for 2018 – 2019 and agreed that it should be sent to Ofsted.

2196.2 Student Voice

The Corporation received an update on Student Voice following on from the self-assessment event held on 28 November 2019, presented by L Rowe and L Sherry, Student Governors.

L Sherry reported on the areas to work on, as follows:

- More quiet space for students:

It is suggested that the higher education space in the i-Hub be converted into a silent space for all students, as there are some small study areas in the UCH building for higher education students.

The Corporation agreed that this should be implemented.

- More common room acres:

Students have requested more dedicated common spaces within their areas. K Spencer reported that some buildings can easily accommodate soft seating however allocated space cannot be a closed-off room. It would need to be in an open atrium or next to staff room.

The Corporation agreed that this should be implemented where feasible and affordable.

- Canteen menu:

Students are unaware of what is on offer in the canteen.

It was agreed that the menu should be put on Qube and B Jones will follow this up.

- A wider variety of clubs and enrichment opportunities:

Students were unable to decide on the best time for such activities and would like a variety available across different timeslots, such as lunchtime, after College etc.

K Spencer reported that the challenge is how the College funds these activities and they are now often reliant on the goodwill of

staff and that maintaining student interest in the activities is often a challenge.

It was reported that the volume of enrichment and trips is high in the College however areas which do not have as many opportunities for their students will be looked at.

- Off-site venue:

Students would like to have a town centre social space where they could meet and buy food.

K Spencer reported that a discussion has been held internally and the College is unable to pursue this due to the cost and how the facility would be managed.

It was reported that an additional retail outlet in Building A had been looked at however students reported that they prefer to go off-site.

K Spencer reported that the College should invest in our campus facilities and if some of the areas mentioned above were looked at, the need for an off-site venue might no longer be an issue.

L Rowe reported on the areas which students liked, as follows:

- The half day and day delivery model.
- The practical elements of delivery however these are not consistent across the College.
- The tutorial programme.
- The induction process however many students are unaware of the O-Zone.
- The way the College converts qualifications from overseas.
- The interview process with students knowing more detail about the expectations of the course from the outset. E Johnson confirmed that this had been reported by a team at the self-assessment event, highlighting changes made to the interview process for their learners.

The Corporation thanked L Rowe and L Sherry for their updates and it was agreed that there should be a regular update and feedback from the Student Governors at each meeting and that progress made against the areas to work on should be fed back to the students.

2196.3 Quality Improvement Plan 2019 – 2020

The Corporation received and considered the Quality Improvement Plan (QIP) for 2019 – 2020, presented by B Jones, Vice-Principal.

The Corporation was informed that the QIP was discussed and considered in detail at the Standards and Curriculum Committee meeting held on 28 November 2019 and that a new format for the QIP has been used. The draft QIP was revisited following the self-assessment event which took place on 28 November 2019 to ensure that all areas highlighted at the event were covered in the QIP.

Governors were informed that the Key Performance Indicators (KPIs) have been linked to the QIP and the College-wide QIP and KPIs are filtered down into all teams' QIP and KPIs.

The QIP facilitates tracking through all levels and allows and ensures all actions are completed and closed off.

P Bartlett asked if there are any particular areas which are not moving from amber to green. B Jones responded that it is across teams and K Spencer highlighted that some are amber due to results not yet being known.

B Jones informed Governors that there is a greater focus on teaching and learning targets. P Taylor highlighted that a lot of time is spent on looking at teaching and learning, particularly on outcomes for learners, however there is a need to ensure there is a tighter focus on this from Governors in line with the levels of financial scrutiny. L Laycock suggested looking at how teaching and learning is filtered through from the Standards and Curriculum Committee to the Corporation.

Governors noted that the new QIP process is much improved and all teams are using the same tools, with greater engagement across all teams.

The Corporation approved the Quality Improvement Plan for 2019 – 2020.

2196.4 Key Performance Indicators 2019 – 2020

The Corporation received and considered the Key Performance Indicators (KPIs) 2019 – 2020, presented by B Jones, Vice-Principal.

B Jones informed Governors that the KPIs cover all the key actions from the QIP.

The English and maths GCSE KPI was discussed in detail. Ofsted reported in January 2019 that the College has set un-aspirational English and maths targets however the College has set realistic targets in line with national rates.

Governors were informed that English and maths rates have dropped however the cohort has changed. Previously only students with a grade D or grade 3 would be entered for the GCSE resits however now it is students with a grade 2 or 3 because the GCSE is more accessible than functional skills level 2

P Taylor highlighted that the College wants its students to achieve above national rates however being realistic with the targets is better than setting the targets too high. L Sherry highlighted the issue of student motivation, particularly for those who find English and / or maths challenging and there is no incentive for them to try harder.

K Spencer informed the Governors that the College has reviewed its strategy and delivery model for English and maths however there is a real challenge as statistics show that the longer someone studies English for, the more likely they are to achieve the required grade however for maths it is the opposite. P Taylor asked if students are informed that they are more likely to achieve the required grade in maths first time. K Spencer reported that the College is doing everything it can. L Laycock asked if summer classes have been considered by the College. K Spencer reported that the College has not got the resources to offer this and there is more of a fundamental issue which would not be resolved with summer classes alone.

J Breen asked if there was a gender split in achievement and drop-out rates. K Spencer reported that there is no real gender trend in achievement however males have a higher drop-out rate. Governors were informed that trade areas perform worse than other areas across the College.

P Whitehead informed Governors that the proposed target had been set at the national average due to where the College is currently at. The next step is for the College to achieve the national average. K Spencer reported that this will be difficult to achieve due to 65% of the maths cohort having previously achieved a grade 2. English results are better however more students in the cohort previously achieved a grade 3. The realignment of grade boundaries has been a detriment to the College.

P Taylor highlighted that the College is on a longer-term journey and that the progress the College wants to make over the years should be documented somehow.

The Corporation approved the Key Performance Indicators for 2019 – 2020.

2197 Financial Statements for the Period 1 August 2018 – 31 July 2019

2197.1 To receive and approve the Annual Report of the Internal Audit Service for the year ended 31 July 2019

The Corporation received and considered the Annual Report of the Internal Audit Service for the year ended 31 July 2019. Governors were informed that the report had been considered at the Audit Committee meeting held on 05 December 2019 and that it forms part of the statutory documents which need to be submitted to the Education Skills Funding Agency.

The Corporation approved the Annual Report of the Internal Audit Service for the year ended 31 July 2019.

2197.2 To receive and approve the Annual Report of the Audit Committee

The Corporation received and considered the Annual Report of the Audit Committee for the period 01 August 2018 to 31 July 2019. Governors were informed that this annual report needs to be agreed and forms part of the statutory documents which need to be submitted to the Education Skills Funding Agency. Governors noted that the report summarises the work of the Audit Committee and that the report had been reviewed in detail by the Audit Committee at its meeting on 05 December 2019.

The Corporation was informed that the Audit Committee has requested that any audit area not receiving a green assurance is included in the following year's audit plan. Governors noted that the Health and Safety audit in 2018 – 2019 had showed that significant progress has been made by the College. P Whitehead informed Governors that the annual audit plan is risk-based.

The Corporation noted and agreed the following opinion of the Audit Committee:

“It is the opinion of the Audit Committee, based on the reports it has received and considered, and drawing upon the knowledge and expertise of its members and its audit services, supported by the work and views of College management, that during 2018-19 Harlow College:

- *had adequate and effective assurance arrangements;*
- *had an adequate and effective framework of governance;*
- *had adequate and effective risk management and control processes for the effective and efficient use of resources, solvency of the College and the safeguarding of its assets;*
- *had adequate arrangements for securing economy, efficiency and effectiveness;*
- *had adequate and effective key internal controls;*
- *had adequate and effective arrangements for data quality;*
- *had, overall, systems and controls that are adequate and effective for carrying forward the objectives of the College.*

The Audit Committee met in private with the internal and external auditors on 5 December 2019 and no issues impacting upon matters of internal control were raised. RSM UK did not identify any matters of impropriety throughout their audit work to bring to the attention of the Audit Committee.

The Audit Committee considers that it operated effectively in 2018-2019 and that it met its terms of reference and the requirements of the Audit Code of Practice.”

The Corporation approved the Annual Report of the Audit Committee for 2018 – 2019 and agreed for it to be signed by P Bartlett, Chair of the Audit Committee.

2197.3 To receive and approve the Audit Findings Report for the period to 31 July 2019 and the Letters of Representation

The Corporation received and considered the Audit Findings Report for the year ended 31 July 2019 and the Letters of Representation. Governors noted that the report had been considered in detail at the Joint Audit and Resources Committee meeting on 05 December 2019.

P Taylor informed Governors of the details of his annual phone call with RSM UK which covered the following areas:

- Funding;
- The College's relationship with the bank;
- The College's relationship with employers;
- Governance issues, including Governor attendance;
- Fraud.

E Johnson asked if further disclosure around Governor attendance had been included in the financial statements and D Morgan confirmed it had been.

P Bartlett highlighted that the audit report is a clean report.

The Corporation reviewed the Letters of Representation and Governors noted that a standard template had been used for the Letters of Representation, with an additional disclosure around the valuation of the donated jet.

The Corporation approved the Audit Findings Report for the period to 31 July 2019 and the Letters of Representation for the Financial Statements and the Management Letter for the Regularity Audit for the year ended 31 July 2019 and agreed for them to be signed by the Chair and the Principal.

**2197.4 To receive and approve the Operating and Financial Review 2018/19
&
2197.5 To receive and approve the Financial Statements 2018/19**

The Corporation received and considered jointly the Operating and Financial Review and the Financial Statements for 2018/19. Governors noted that the Operating and Financial Review and the Financial Statements follow an ESFA published model and further noted that the documents were reviewed in detail at the joint Audit and Resources Committee meeting held on 05 December 2019. Governors were reminded that the financial statements are published and sent to the ESFA and to the bank annually.

D Morgan highlighted the £23,071k income, the £15,496k staff costs and the £4,768k operating expenses. Governors noted that the £328k surplus

was higher than originally forecast due to the donation of the jet, however this was an accounting surplus and not a cash surplus.

Governors were informed that the bank covenants had been met and this had been agreed verbally by the bank however they will make their formal judgement in January 2020 once they have received the signed financial statements. P Taylor informed Governors that the auditors had highlighted the wording of the covenants and lack of detail as to what is included in their calculations. Governors noted that the College's income comes in different forms and there is the potential for some slippage with the covenants.

D Morgan highlighted that the bank uses the surplus figure from the financial statements, which takes into account the valuation of the jet, however the ESFA will use different figures to calculate the College's financial health. K Spencer reported that the funding agencies do not ask colleges about bank covenants. P Taylor suggested qualifying this to RSM UK to ensure that this is not raised as an issue by RSM UK if the College does not meet the covenants at any point in time.

P Whitehead reported that the College's main challenge is generating cash therefore the calculation of the bank covenants is important if the College is not generating as much cash, K Spencer reported that the College was not expecting to generate much cash this year due to Stansted Airport College and also reported that the Department for Education is looking at capital funding to invest in category C and D accommodation in colleges. D Morgan further reported that the College generated cash in 2017 – 2018 knowing that it would be spent in 2018 – 2019.

P Taylor highlighted that the College's financial health rating score is close to outstanding. K Spencer reported that there is an issue in that the way financial health is measured and calculated may not give a true picture because it does not focus on cash.

Governors noted that changes had been made to the management accounts so that information presented to Governors is clearer to understand, particularly around the College's cash position.

The Corporation approved the Operating and Financial Review and the Financial Statements for 2018/19 and agreed that they should be signed by the Chair and the Principal and sent to the Education Skills Funding Agency.

2198 ESFA Letter – Harlow College Financial Plan 201 to 2021

The Corporation received and considered the ESFA letter, presented by D Morgan, Executive Director – Finance and Facilities.

The Corporation was informed that the letter confirms that the College's financial health rating is good and is based on the three-year business plan which the College submitted to the ESFA in July 2019.

The ESFA have changed their reporting processes and colleges will now be required to submit their three-year financial plan by January 31 annually. Due to the timing of implementing this change, the deadline for 2020 is 29 February. The Resources Committee and Corporation meetings scheduled for March 2020 have therefore been rescheduled for February 2020 to ensure that the College meets this deadline.

R Bristow asked if the College should be considering some form of investment in its resources that will help with longer-term financial stability. K Spencer reported that there are buildings around the College which do need investment however sustained investment is required. It is anticipated that there will be a national release of capital funding and T-Level providers have had some funding released to them.

W Allanson updated the Corporation on discussions which the College is having with developers across the town, looking at, in particular, the huge planned growth in housing and what that means for skills. Early curriculum development work is being undertaken and there are opportunities for the College to work with organisations, linked to staff recruitment, in particular key workers. Early stage feasibility work is being undertaken with a focus on key worker housing and potential funding opportunities are being explored.

R Bristow highlighted that investment needs to lead to a return. W Allanson reported that with the key worker housing, the College should derive an income from the rent. K Spencer reported that the challenge was to invest without the College having to commit funding, with the College's contribution being the land.

R Bristow highlighted that any investment would need a strong business case and asked if the College is in a position where it should be pushing more on certain aspects. K Spencer reported that funding opportunities should arise in the next six months and the College is preparing to secure funding for Building j and K and Stansted Airport College Phase 2. P Taylor commented that Stansted Airport College Phase 2 will allow growth in the College's future income which refurbishment will not give. K Spencer reported that an on-going challenge is staff recruitment and relocation therefore delivery of key worker housing along with the derived income will be invaluable. R Bristow commented that it is important for the Corporation to consider what it can do to build on this position.

Governors noted that the College will need to develop a new property strategy by the end of this year.

The Corporation noted the letter from the ESFA.

2199 Management Accounts for 1 August 2019 – 31 October 2019

The Corporation received and considered the management accounts for the period 1 August 2019 – 31 October 2019, presented by D Morgan, Executive Director – Finance and Facilities.

The Corporation was informed that all budget lines are as expected and are on target.

Governors noted that the surplus figure includes the donation of the UCH Building to the College from ARU. K Spencer informed Governors that funding for the building was originally from the East of England Development Agency and the Higher Education Funding Council. The College has received confirmation from the Government that all targets and outputs associated with the funding have been met and it would therefore be low risk for the building to be handed over to the College without liability. ARU are also looking for the Office for Student's permission, as it replaced the Higher Education Funding Council, to handover the building to the College. It is unclear whether the Office for Students would be entitled to clawback any funding. ARU are pursuing discussions with the Office for Students. ARU may ask for the liability for project targets to be handed to the College with the building however this is believed to be low risk. There will be an on-going requirement that higher education is delivered in the building.

Governors were informed that there are on-going challenges with the Adult Education Budget, which is paid on actual numbers and there has been a decrease in unemployment, therefore narrowing the College's market. There will be regular reporting on the different funding within the Adult Education Budget which will be presented to the appropriate Committees.

The Corporation noted the management accounts for the period 1 August 2019 – 31 October 2019.

2200 Equality and Diversity Annual Report 2018 – 2019 and Action Plan

The Corporation received and considered the Equality and Diversity Annual Report 2018 – 2019 and Action Plan, presented by S Abdelmoula, Assistant Principal.

S Abdelmoula presented an overview of the report, as follows:

- There has been a continued focus on inclusion work;
- There has been a slight decline in retention of EHCP learners. These learners often present themselves to the College over the summer and there is less time to prepare them for their course and life at College.
- There has been a growth in the female population and an increase in the number of female College managers.
- The statistics are broadly similar to previous years with no significant changes and the same challenges being faced.
- The College needs to promote internally and externally the work it does with the community.

R Bristow highlighted that there is a higher proportion of ethnic minority students compared to ethnic minority staff and asked what the College is doing to address this. K Spencer reported that the profile of students refers to the number of starts on a qualification rather than number of individuals and also included the College's ESOL learners and the hard to home families from London who are housed in Harlow. It was agreed that student numbers rather than qualification starts will be presented at the next Corporation meeting.

K Spencer reported that the Search Committee will produce a statement on Corporation Equality and Diversity, with a view to the Corporation representing the community it is serving, and will be presented at a future Corporation meeting.

The Corporation approved the Equality and Diversity Annual Report for 2018 – 2019 and Action Plan.

2201 Keeping Children Safe in Education Report and Safeguarding and Prevent Policy

2201.1 To receive and consider the annual Keeping Children Safe in Education Report for 2018 – 2019

The Corporation received and considered the annual Keep Children Safe in Education Report for 2018 – 2019, presented by S Abdelmoula, Assistant Principal.

S Abdelmoula provided Governors with an overview of the report, as follows:

- The number of care leavers and children in care have increased, with Harlow College having the largest number across the Essex colleges.
- Social Services referrals have declined due to their thresholds having been increased, making it more difficult to get Social Services to accept the cases.
- Safeguarded students have been reclassified in line with GDPR, including the addition of a category to ensure clearer data reporting and file management.
- Demand for mental health support continues.
- The College is supplementing early interventions and is ahead of what the Government is proposing.
- There is an issue with the data sharing agreement with the NHS therefore the College is trying to capture the data itself.
- There are improvements in outcomes for bursary and free school meals learners.
- Achievement rates for students with learning difficulties continue to rise.
- The profile of the Safeguarding Team on campus is being raised.

L Laycock, as the designated Safeguarding Governor, reported that all safeguarding developments and situations are reported to and discussed in detail by the Safeguarding Committee. L Laycock further reported that the College is making great progress and the Safeguard system has been well-implemented and is being used properly.

The Corporation noted the annual Keep Children Safe in Education Report for 2018 – 2019,

2201.2 To approve the Safeguarding and Prevent Policy

The Corporation reviewed the Safeguarding and Prevent Policy and noted the proposed changes throughout the Policy.

Governors were informed that there are no significant changes to the Policy, however Governors were asked to review Section 7 – Students Who May Pose A Risk.

Governors were asked to review if they were comfortable with the College's risk assessment process as detailed in Section 7. An overview of the risk assessment process was given and Governors were informed that advice is taken from multiple agencies when and where appropriate.

R Bristow and L Laycock highlighted that the College was right to have a risk assessment process and K Spencer reported that in line with Keeping Children Safe in Education legislation, the College is legally required to safeguard all learners.

Governors requested that reference to input and / or information received from other agencies be added in to Section 7, along with a statement highlighting that in some circumstances it may be deemed not appropriate for the learner to enrol at the College at that particular time. It was also suggested that Section 7 should cross-reference the College's Admissions Policy.

Governors understand that risk assessments are carried out in many areas of public life whereby the risks associated to the wider community must be considered as part of individual decisions. This happens in court bail proceedings for example even when there is not guilty plea.

The Corporation approved the Safeguarding and Prevent Policy, subject to the amendments above.

2202 Health and Safety Report 2018 – 2019

The Corporation received and considered the annual Health and Safety Report for 2018 – 2019, presented by W Allanson, Deputy Principal.

W Allanson reported that the format of the report has been updated.

W Allanson reported that significant changes and improvements have been made to the College's health and safety procedures and the Health, Safety and Welfare at Work Policy has been reviewed. The Health and Safety Manager has ensured that this Policy is implemented across the College. All of the work undertaken has been reported into the College's Health and Safety Committee.

A full health and safety internal audit took place in November 2019 in which significant assurance was given. W Allanson reported on the actions highlighted by the audit, as follows:

- Systems have been put in place to ensure statutory testing compliance.
- STAC and all other College sites have been included in systems, reports, procedures and policies.
- The Health and Safety Manager is ensuring that risk assessments are consistent and up to date and is signing all risk assessments off.
- Systems are in place for staff training and development. All training is logged centrally and is on a three-year rolling refresher cycle.
- Formal fire warden training is being delivered.
- A six-monthly cycle of fire evacuation drills has been planned. No emergency evacuations took place during 2018 – 2019.

- The College's first aid provision has been reviewed.

W Allanson highlighted the performance targets for 2019 – 2020 which continue on from the work undertaken last academic year and include the additional audit actions from the November 2019 audit.

Governors' attention was brought to the appendix which provides statistics on the number of accidents and incidents that took place throughout the year. Governors were informed that there were no RIDDOR reportable accidents.

W Allanson confirmed that the College is fully compliant and has met its legislative duties.

L Sherry asked about the educational visit process for adult learners and K Spencer reported that the process needs to be followed as adult learners are classified as students and the College has a legal duty to all students to ensure their health and safety. It was highlighted that should there be an incident, we would still need contact and location information for adult learners.

The Corporation noted the annual Health and Safety Report for 2018 – 2019.

2203 Governance Issues

2203.1 Governor Attendance

The Corporation received and considered the report on governor attendance, presented by P Taylor, Chair of Governors.

P Taylor informed Governors that a recommendation from external audit was raised around governor attendance due to a decline in attendance over a three-year period. Whilst reasons for non-attendance were largely due to work and personal factors, the decline still needed to be addressed.

The report presented actions going forward with a view to increasing attendance. Governors were informed that the way in which apologies for meetings are recorded will change and that the College is looking to invest in its technology to better facilitate Governors accessing meetings remotely.

The Corporation noted the report on governor attendance.

2203.2 Governor Training and Development

E Johnson attended the Resources Committee meeting, the self-assessment event and the opening of the CITB Construction Hub.

L Laycock attended the Standards and Curriculum Committee meeting, the self-assessment event, the Safeguarding Committee meeting, the Business Awards Ceremony, the AoC Governance Conference and the College's meeting with Ofsted inspectors for Essex's SEND provision.

L Lin facilitated the Maths Centre for Excellence China trip, attended a governor training event and the self-assessment event.

C Chatt attended the Audit Committee meeting and the self-assessment event.

B Spencer attended the Resources Committee meeting and the self-assessment event.

L Rowe attended the self-assessment event.

L Sherry attended the Standards and Curriculum Committee meeting and the self-assessment event.

P Taylor attended the Resources Committee meeting, the self-assessment event and the AoC's training event for Chairs, Principals and Governance Professionals.

2204 Reports from Committees

2204.1 Search Committee – 24 October 2019

The Corporation received and approved the minutes of the Search Committee meeting held on 24 October 2019.

B Spencer reiterated that the Search Committee considers attendance as part of its process for recommending Governors for reappointment.

2204.2 Standards and Curriculum Committee – 28 November 2019

The Corporation received and approved the minutes of the Standards and Curriculum Committee meeting held on 28 November 2019.

Governors were informed that the College is no longer required to submit an annual higher education assurance statement to the Office for Students, however the College has undertaken a mapping exercise against the Office for Students' compliance framework which was presented at the meeting. This confirmed that the College is meeting all its statutory obligations.

2204.3 Audit Committee – 5 December 2019

The Corporation received and approved the minutes of the Audit Committee meeting held on 5 December 2019.

2204.4 Joint Audit and Resources Committee – 5 December 2019

The Corporation received and approved the minutes of the joint Audit and Resources Committee meeting held on 5 December 2019.

2204.5 Resources Committee – 5 December 2019

The Corporation received and approved the minutes of the Resources

Committee meeting held on 5 December 2019.

2205 Any Other Business

There were no items of any other business.

2206 Dates of Future Meetings

Spring Term 2020	Thursday 27 February 2020	8.30am
Summer Term 2020	Thursday 21 May 2020	8.30am
	Thursday 09 July 2020	8.30am